How to Report Fleet Portions or Multiple Fleets

PLEASE NOTE: As of March 1, 2013, fleets will no longer have the ability to divide previously reported fleets into fleet portions or aggregate fleet portions as described in this document. Fleets under common ownership or control must decide before March 1, 2013, if/how they want to portion themselves, and ensure that parent fleets are reported properly.

When reporting to ARB, you may wish to divide your fleet into fleet portions, or you may have multiple fleets for which you are responsible. Some common reasons to report fleet portions are as follows: your fleet has operations in different locations with different fleet managers, or your company has multiple divisions and for administrative reasons you wish to report and plan compliance for each division separately.

Fleets cannot divide into fleet portions arbitrarily; the divisions must correspond to a division fleet management, control, or location. The requirements to report as a fleet portion are defined in the regulation.

Once a fleet is divided into fleet portions, each fleet portion must meet the requirements of the regulation individually (i.e., each fleet portion will have its own fleet averages and BACT requirements), and BACT credits may <u>not</u> be traded between fleet portions. Additionally, fleet portions may trade vehicles amongst themselves (e.g., transfer a vehicle from one location to another), <u>only</u> if the vehicle meets the adding vehicle requirements.

Note: Dividing a fleet into fleet portions does <u>not</u> change your total fleet size or change your requirement to meet the provisions in the regulation based on fleet size. If a fleet with 10,000 horsepower under common control reports as five separate fleet portions with 2,000 horsepower each, the fleet portions are still subject to the large fleet requirements (i.e., is subject to an initial 2014 compliance date, etc.).

The following steps must occur in order for fleet portion reporting to be successful:
1. The parent fleet must obtain a DOORS ID. This DOORS ID will be the parent ID for all fleet portions.
2. Each fleet portion must report, referencing the parent DOORS ID in the parent DOORS ID field.

Fleet Portions MUST Report Parent Fleet DOORS ID

All fleets under common ownership or control must report the parent DOORS ID. This is the DOORS ID that will link all of the fleets together. Fleet portions that report separately and do not supply a parent DOORS ID will be in violation of the regulation.

To set up a parent fleet DOORS ID, the parent company or agency must report owner information and receive a DOORS ID. It is not necessary for the parent fleet to have vehicles in its fleet; a DOORS ID may still be assigned with only owner information entered. After the parent ID is assigned, all fleet portions must reference the parent DOORS ID.

State and federal agency fleets do not need to set up a parent fleet DOORS ID, as these have already been created. Federal agencies must report a Parent DOORS ID of 9, and State agencies must report a Parent DOORS ID of 10.

The parent ID is requested on the "Owner" page or when a fleet first reports. The fleet portion may report before the parent company or agency receives a DOORS ID, and fill in this information at a later date.

In the online reporting tool DOORS, report the first fleet following the instructions in our user guides, which are available at:
https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html

1. After you have created your initial fleet, you will now see two options in the left hand column of the DOORS home page. One option will be your initial fleet, and the other will be the button that says, "Create a New Fleet."

2. To create a new account, you will need to click on the "Create a New Fleet" button. Once you have clicked on this button, the options in the center column will change. You will click on the button that says, "Enter Owner Info." This will take you to the "Owner Information Page."
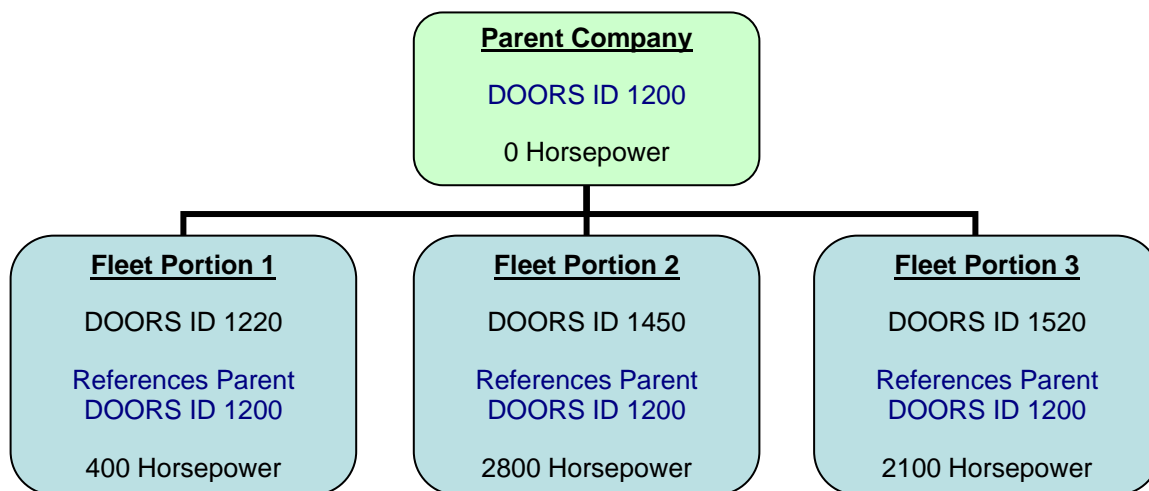
3. This will allow you to enter an entirely separate fleet with a new DOORS ID number. The two fleets will not be linked together even though they are created on the same user account. They must include the same parent DOORS ID to be identified as fleet portions under common control. Alternatively, one fleet may reference another fleet's DOORS ID.

4. As shown below, the parent ID should be included on the owner information page. The parent company DOORS ID must be a valid DOORS ID for a previously entered fleet.

Parent company DOORS ID (if any)	4582

Examples of Fleet Portion Reporting

Example 1:

In the following example, a corporation with three divisions decides to report each division separately. The corporate headquarters reports only owner information to DOORS and receives a DOORS ID. Each fleet portion includes this as the parent DOORS ID when reporting to ARB.

Parent Company

DOORS ID 1200

0 Horsepower

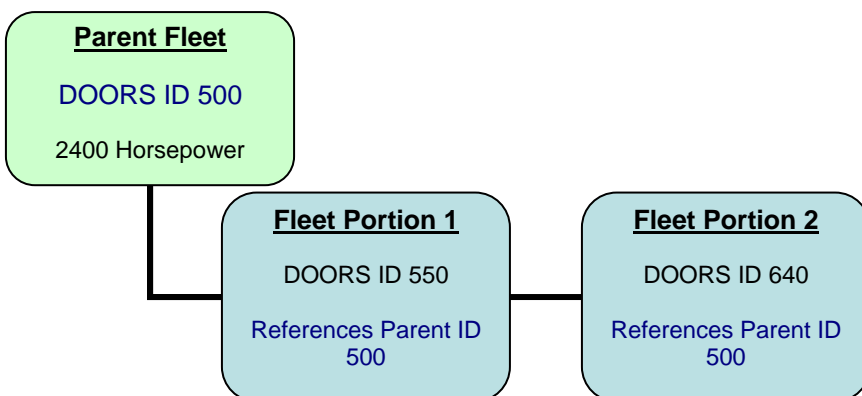| **Fleet Portion 1**	**Fleet Portion 2**	**Fleet Portion 3**
DOORS ID 1220	DOORS ID 1450	DOORS ID 1520
References Parent DOORS ID 1200	References Parent DOORS ID 1200	References Parent DOORS ID 1200
400 Horsepower	2800 Horsepower	2100 Horsepower

As shown above, the parent company or agency in this example does not report any vehicles. They may report only the information requested for the owner, and not the vehicles or the engines, and will receive a DOORS ID after reporting their owner information.

Note: Each fleet portion above will be required to meet the large fleet requirements. This is because fleet portions must comply with the fleet requirements determined by the overall size of the fleet (i.e., the total horsepower of all vehicles under common ownership or control). In this case, each fleet portion must comply with the large fleet

requirements (over 5,000 horsepower) because the total horsepower under common ownership or control of the parent company is 5,300 horsepower.

Example 2:

In another case, a corporation based in San Diego might keep a majority of the equipment in the local area, while having two smaller operations in Redding and Eureka. In this case the corporation may wish to report the main fleet as the parent fleet. The two smaller operations would report as fleet portions and reference the DOORS ID of the parent fleet.

Parent Fleet

DOORS ID 500

2400 Horsepower

Fleet Portion 1

DOORS ID 550

References Parent ID 500

Fleet Portion 2

DOORS ID 640

References Parent ID 500

Note: The parent fleet and fleet portions would be required to meet the medium fleet requirements (2,501 – 5,000 horsepower), since the total horsepower under common ownership or control of the parent fleet is 3,400 horsepower.

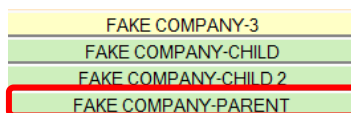**Aggregate Fleet Reporting**

PLEASE NOTE: As of March 1, 2013, fleets will no longer be able to change how their fleet portions are aggregated as described below. Additionally, fleets will no longer have the ability to move vehicles (known as "reassigning") between fleet portions in their DOORS account as described in the DOORS User Guide, "Reassigning Vehicles in DOORS".
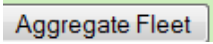
If a fleet wants to report each fleet portion individually, but wants to comply as a single entity, the fleet portions can be aggregated in DOORS. This means that the fleet is broken up into fleet portions for administrative/reporting purposes only in DOORS, and that all the fleet portions will be complying as a single fleet for compliance purposes. If fleet portions are aggregated in DOORS, the portions will still appear under separate DOORS IDs, but the overall fleet will have only one fleet average and one set of BACT

requirements to meet (if the fleet portions comply individually, each portion will have its own fleet average and BACT requirements).

Once you have created your parent fleet and your fleet portions under your one DOORS account, you will be able to aggregate your fleets. The following steps must be taken in order for the aggregate fleets to be accurately reported:
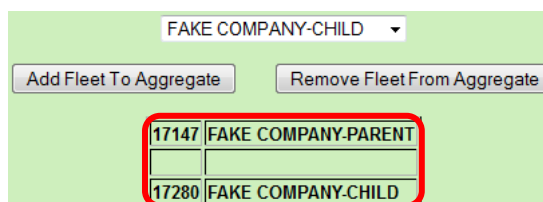
1. After you have logged into your DOORS account, select one of the fleet portions that you would like to aggregate.

> FAKE COMPANY-3
> FAKE COMPANY-CHILD
> FAKE COMPANY-CHILD 2
> FAKE COMPANY-PARENT

2. Once you have selected a fleet portion to aggregate, the [Aggregate Fleet] button
   `Aggregate Fleet` will appear in the middle column. You will need to click on this button in order to take you to the Aggregate Fleets page.

3. When you come to the Aggregate Fleet page, you will notice a pull down menu with a list of fleet portions that you can aggregate with the fleet that you had initially selected.

4. By clicking the down arrow on the right side of the pull down menu, you will expand the list of possible fleet portions to aggregate. You will then select the fleet portion that you would like to aggregate to the fleet that you had initially selected.

5. Once you have selected the fleet portion that you would like to aggregate, you will then need to click on the [Add Fleet to Aggregate] button. This will ensure that the fleet portion becomes part of the aggregate fleet.

> FAKE COMPANY-CHILD ▼
>
> Add Fleet To Aggregate   Remove Fleet From Aggregate
>
> 17147 FAKE COMPANY-PARENT

6. After you have successfully added the fleet portion to the aggregate fleet, you will see both fleets below, the option buttons.

> FAKE COMPANY-CHILD ▼
>
> Add Fleet To Aggregate   Remove Fleet From Aggregate
>
> 17147 FAKE COMPANY-PARENT
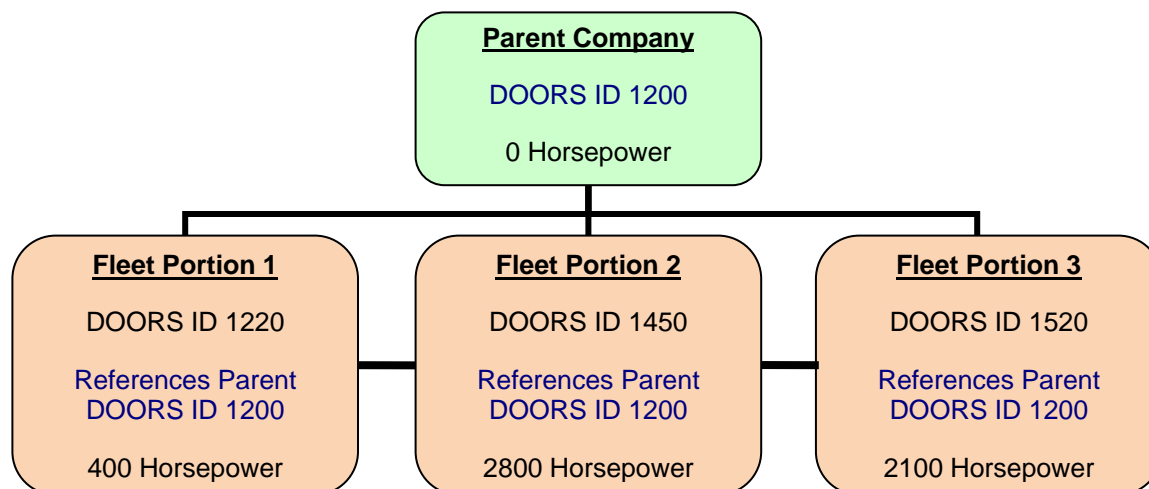>
> 17280 FAKE COMPANY-CHILD

7. If you make a mistake and select a fleet portion that you did not want to aggregate, you can select the fleet portion in the pull down menu, and click on the [Remove Fleet From Aggregate] button.

Note: At this time, if a fleet portions are entered into separate DOORS accounts (i.e., the fleet portions have different user names and passwords) the fleet portions cannot be aggregated.

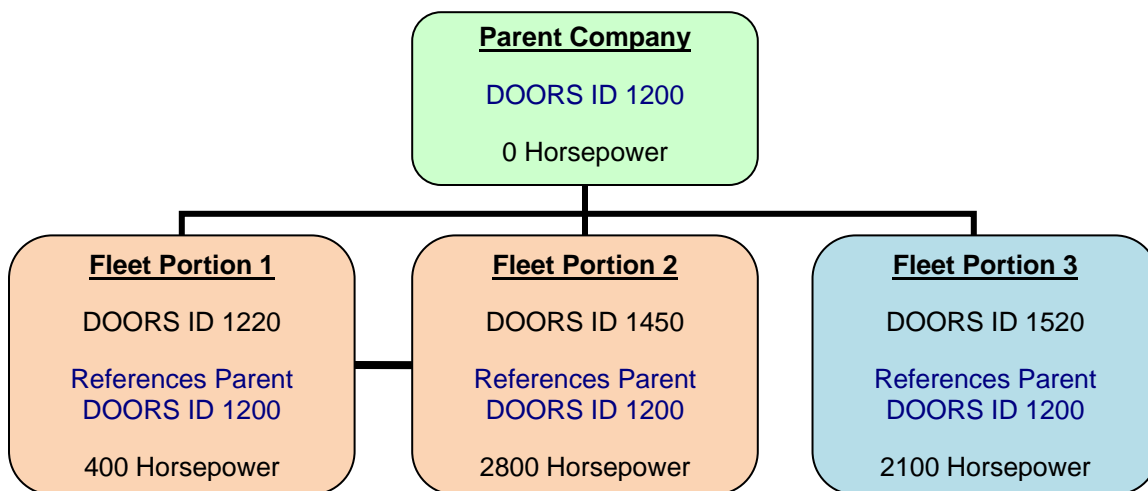**Examples of Aggregate Fleet Portion Reporting**

Example 1:

In the following example, a corporation with three divisions decides to report each division separately, but would like to aggregate all divisions into one large fleet for compliance purposes (i.e., wish to comply as one fleet instead of as many individual fleet portions). The corporate headquarters reports only owner information to DOORS and receives a DOORS ID. Each fleet portion includes this as the parent DOORS ID when reporting to ARB.

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                        Parent Company

                        DOORS ID 1200

                        0 Horsepower


   Fleet Portion 1         Fleet Portion 2         Fleet Portion 3

   DOORS ID 1220           DOORS ID 1450           DOORS ID 1520

   References Parent       References Parent       References Parent
   DOORS ID 1200           DOORS ID 1200           DOORS ID 1200

   400 Horsepower          2800 Horsepower         2100 Horsepower
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As shown above, the parent company or agency in this example does not report any vehicles. They may report only the information requested for the owner, and not the vehicles or the engines, and will receive a DOORS ID after reporting their owner information. Fleet Portions 1, 2, and 3, have a combined total of 5,300 horsepower. This makes them a large fleet, and they are subject to the large fleet requirements. One of the fleet portions must follow the steps given above in order to aggregate the fleets. Once those steps are completed, the fleets may comply as one fleet instead of several fleet portions.

Example 2:

In the following example, a corporation with three divisions decides to report each division separately, but would like to aggregate only two of the divisions, leaving the remaining fleet as a single fleet portion. The corporate headquarters reports only owner information to DOORS and receives a DOORS ID. Each fleet portion includes this as the parent DOORS ID when reporting to ARB.

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                    ┌─────────────────────┐
                    │   Parent Company    │
                    │                     │
                    │   DOORS ID 1200     │
                    │                     │
                    │   0 Horsepower      │
                    └─────────────────────┘
```

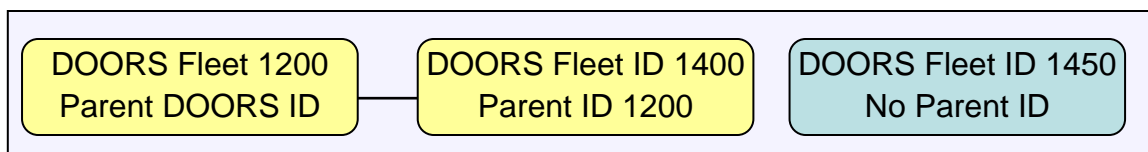| Fleet Portion 1	Fleet Portion 2	Fleet Portion 3
DOORS ID 1220	DOORS ID 1450	DOORS ID 1520
References Parent DOORS ID 1200	References Parent DOORS ID 1200	References Parent DOORS ID 1200
400 Horsepower	2800 Horsepower	2100 Horsepower

As shown above, the parent company or agency in this example does not report any vehicles. They may report only the information requested for the owner, and not the vehicles or the engines, and will receive a DOORS ID after reporting their owner information. If Fleet Portions 1 and 2 are aggregated, they will have a combined total of 3200 horsepower, but must still comply with the large fleet requirements. They will also comply with the requirements of the regulation separately from Fleet Portion 3 (which must also comply with the large fleet requirements).

Parent Fleets, Fleet Portions, and DOORS Accounts

Parent fleets and fleet portions may be entered on the same DOORS account or on separate accounts. The fleets are not connected by which account they are entered on, but by whether or not they reference the same parent DOORS ID. Three examples below demonstrate the methods in which multiple fleet owners could report to ARB.
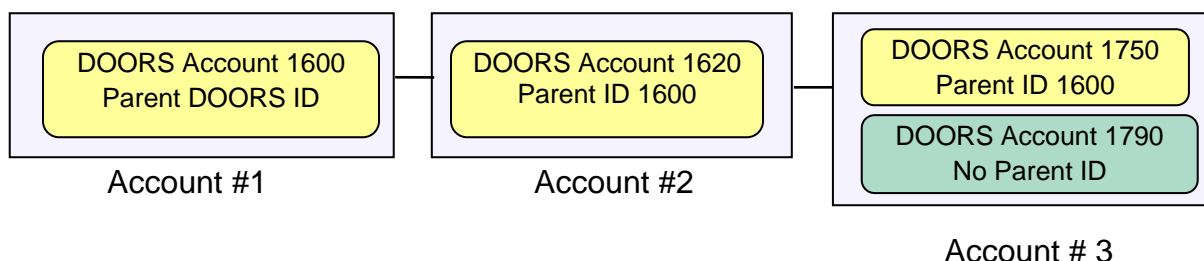
Note: At this time, if a fleet portions are entered into separate DOORS accounts (i.e., have different user names and passwords) the fleet portions cannot be aggregated.

A single account used to report both a parent and fleet portion, and a separate fleet:

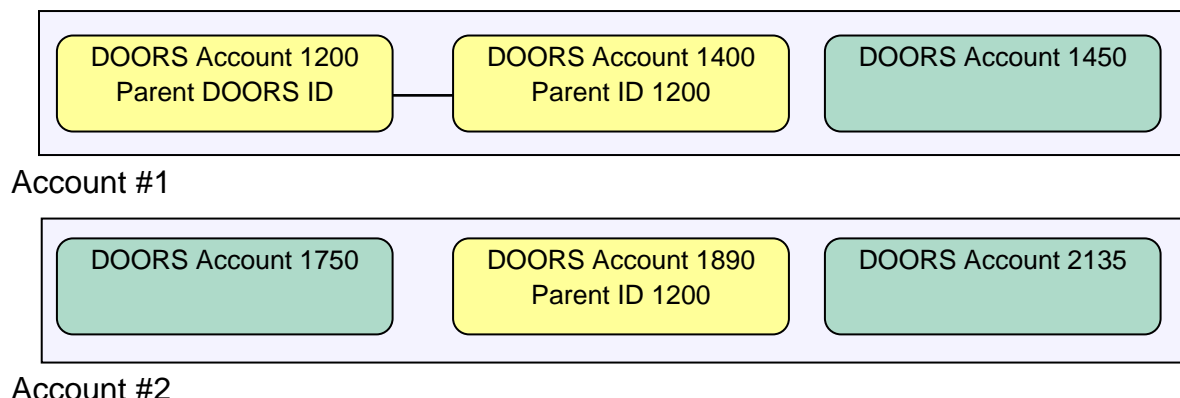| DOORS Fleet 1200 Parent DOORS ID	DOORS Fleet ID 1400 Parent ID 1200	DOORS Fleet ID 1450 No Parent ID

Note: The fleet that does not reference the ID for the parent fleet is not included as a fleet portion, even though it was entered on the same account.

Separate accounts used to report parent and fleet portions, and a separate fleet:

DOORS Account 1600 Parent DOORS ID	DOORS Account 1620 Parent ID 1600	DOORS Account 1750 Parent ID 1600
		DOORS Account 1790 No Parent ID

Account #1   Account #2

Account # 3

Separate accounts used to report parent fleets and fleet portions, and separate fleets:

DOORS Account 1200 Parent DOORS ID	DOORS Account 1400 Parent ID 1200	DOORS Account 1450

Account #1

DOORS Account 1750	DOORS Account 1890 Parent ID 1200	DOORS Account 2135

Account #2

As shown by these examples, linking a parent fleet and a fleet portion is dependent only on referencing the DOORS ID between fleets, and is completely independent of which DOORS accounts entered the fleet information.

Reporting Multiple Fleets Instead of Fleet Portions

Anytime multiple fleets are reported, and a parent DOORS ID is not listed, the fleets will be treated by DOORS and ARB as separate fleets (i.e., not under common ownership or control, even if they are entered on the same account. If the fleets are not under common control, do not enter a parent DOORS ID, and the horsepower of the fleets will not be combined when calculating the total horsepower of the fleet (for determining fleet size).

For more information on reporting, refer to our DOORS user guides, which are available in the Off-Road Knowledge Center at:
http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm

If you require additional assistance or information, please contact the DOORS hotline by phone at 877-59DOORS (877-593-6677) or by email at doors@arb.ca.gov.